

MONROE COUNTY

JOB DESCRIPTION

Position Title: COMPREHENSIVE PLANNING MANAGER		Date: 3/01/06
Position Level: 12	FLSA Status: Exempt	Class Code: 12-7

GENERAL DESCRIPTION

Primary function is to administer the Comprehensive Planning section of the Planning Department that has responsibility for updating, amending, and maintaining the County Comprehensive Plan. Administering the process for amending the County's land development regulations, preparing studies, reports and data bases to support implementations of the Comprehensive Plan, and administering long-range planning programs for the County.

KEY RESPONSIBILITIES

1. *Coordinate processes for amending maps to the County land development regulations and Comprehensive Plan.
2. *Prepare and oversee preparation of text amendments and/or updates to the Comprehensive Plan and land development regulations.
3. *Supervise professional staff and manage work program of section.
4. *Prepare and supervise preparation of technical policy reports and studies, including Comprehensive Plan implementation studies.
5. Supervise long-range planning program including parks and recreation, neighborhoods, housing, commercial centers, transportation, commercial design, capital facilities, redevelopment, historic preservation, tourism and demographics.
6. Prepare and maintain technical data base for the Comprehensive Plan.
7. Administer and maintain concurrency management system.
8. Represent County at public hearings and meetings.
9. Administer grants program for implementation of Comprehensive Plan, including grants application preparation.
10. Provides leadership for comprehensive planning section.
11. Oversees responsibilities of comprehensive planners.
12. *Leads, initiates and completes long-range planning projects including developing comprehensive plans, master plans, strategic plans and implementing.
13. Develop, oversee and administer planning projects with consultants and other agencies.
14. Implementation and maintenance of the tier system.

*** Indicates an "essential" job function.**

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS

<i>Education:</i>	Master's Degree required. Major(s) required: Planning and related field.
<i>Experience:</i>	5 to 7 years. At least 2 years of experience at the supervisory level.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: RONDA NORMAN Signature: R. Norman Date: 4-6-06

County Administrator:

Name: _____ Signature: RJ Date: 4/24/06

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____